

*Subject***ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Reallocation of Parking at Key Building

**FROM:**DA Parking Coordinator  
7D24 Hqs**EXTENSION****NO.**

DDA 87-1663X

**DATE**

13 August 1987

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

OF/SO  
1213 Key Bldg.

2.

3.

OP/LOGS

4.

5.

6.

7.

8.

9.

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12.

13.

14.

15.

Per our conversation, attached is a copy of the memo I received regarding reallocation of parking at Key Building. When completing the attached form, please be sure to record all information requested. As EBOB requests that I respond to them by 31 August, please forward your responses to me by close of business 28 August. Thanks.

Att:  
A/S

45-13

DD/A Registry  
87-1663x

7 AUG 1987

MEMORANDUM FOR: See Distribution

FROM:

[REDACTED]  
Chief, Real Estate and Construction Division, OL

STAT

SUBJECT: Reallocation of Parking at Key Building

1. The External Buildings Operations Branch (EBOB/RECD/OL), is preparing to reallocate parking at the Key Building in the near future. To assist with the reallocation, please provide the following information on the attached form:

- a. The number of supergrades (SIS-1 and above).
- b. The number of secretaries (IS-4).
- c. The number of employees (GS-15).
- d. The number of employees (GS-14 and below).

e. The number of handicapped employees. Handicapped employees, as defined in the Federal Property management Regulation 101-20.111-2a Section 7 (b)(1), are those employees "so severely physically handicapped as to prohibit or make unreasonably difficult the use of public transportation." An Agency medical unit, the Veterans Administration, the Public Health Service, or a private physician can justify handicapped parking by certification. Nonhandicapped drivers who provide transportation for severely handicapped employees may also acquire handicapped parking spaces.

2. Please record on the attached form the population figures for your component. Include PCS returnees, and part-time employees in your planning. Exclude temporary employees (summer employees) and employees who are scheduled for PCS overseas assignments on or before 31 August 1987.

3. Also included on the attached form is a space for "other". In this space, include the number of official spaces required for contract employees, consultants, assignees from other agencies, and those who regularly spend 20 hours or more per week on duty. In addition, note the number of spaces required for Government vehicles and the approximate number for visitors.

SUBJECT: Reallocation of Parking at Key Building.

4. Please forward the required information to [redacted]  
Parking Coordinator, EBOB, [redacted] Building, by 31 August 1987.  
For additional information or assistance, contact [redacted] on extension  
[redacted]

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Attachment: As Stated

DISTRIBUTION:

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C/Admin Staff/DCI

List the number of personnel located in the building who begin their normal work shift in the time frames indicated. Do not combine personnel from the different buildings on the same form but use separate sheets for each building.

DIRECTORATE _____		COMPONENT _____					DATE _____				
TIME FRAME	SIS-1 and up	GS-15	GS-14	GS-13	GS-12	GS-11	GS-10 and below	* Handicap	** Others	Total	Grand Total
0600-0730											
0731-0800											
0801-0830											
0831-0900											
0901-1200											
1201-1400											
1401-1600											
1601-2200											
2201-2330											
2331-0559											
TOTALS											

\* Attach a separate sheet listing Handicapped employee's name, room number, building, extension and type of handicap. If employee uses a wheel chair, a walking apparatus, or wears any type of body brace, please indicate. A form will be forwarded to each Handicapped employee for certification by appropriate officials prior to issuance of permit.

\*\* Include contract employees, consultants, assignees from other Agencies, and others who regularly spend 20 hours or more per week on duty.